

PORT AND SOLID WASTE DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, June 10, 2013**
Clarion Hotel, 200 Main St., Green Bay, WI

1) The meeting was officially called to order by Ron Antonneau at 11:31 am.

2) Roll Call:

Present: President Neil McKloskey
Commissioner Bryan Hyska
Commissioner Hank Wallace
Commissioner John Hanitz
Commissioner Tom Klimek
Commissioner Ron Antonneau

Excused: Vice-President Craig Dickman
Commissioner Greg Flisram
Commissioner Bernie Erickson

Also Present: Dean Haen, Brown County P&SW
Mark Walter, Brown County P&SW
Bill Miston, WLUK-TV
Chris Bourassa, WLUK-TV
Tom Sieber, Brown County Board of Supervisors- District #1

3) Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Ron Antonneau and seconded by Tom Klimek. Unanimously approved.

4) Approval/Modification – May 13, 2013 Meeting Minutes

A motion to approve the minutes of May 13, 2013 was made by Ron Antonneau and seconded by Tom Klimek. Unanimously approved.

5) Department Reorganization – Request for Approval

The reorganization packet is recently completed and delivered in hand to the Harbor Commission. The Department name is proposed to be Brown County Port and Resource Recovery Department to better reflect business activities. The same information will be sent to Solid Waste Board next Monday (June

17, 2013), PD & T that following Monday (June 24, 2013), and County Board (July 17, 2013). The Department has a successful track record. Dean Haen has served as Port Manager, Interim-Director and now Director, he noticed the department was being run well and missions were being accomplished, however there were also some things that could be improved upon in order to have a flexible workforce with cross training, improved teamwork and a breakdown of information silos. For example, the position of the Port Manager operated in a silo with total independence. That position oversaw business development, financials, project management, public relations and operations of the facility. If the position was vacant no one could have easily and effectively completed the necessary work. Going forward, the thought is to operate more as a team and have more people in the decision making process working on pieces of the job responsibilities (cross training). Port administrative duties are proposed to be split between the Director, Business Development Manager and Operations Manager. Along with the Director, the Business Development Manager (35%) will stay on top of legislative items, writing grants, maintaining relationships, research and conducting business development opportunities. The department will also need an Operations Manager (25%) to operate the Port's three disposal facilities (Bay Port, Renard, and Cat Island) and Bylsby Ave. For the Solid Waste side, the plan is to combine the Household Hazardous Waste Aides and Scale Operators to create a pool of people who would operate the Recycling Transfer Station, Household Hazardous facility, and the Solid Waste Transfer Station scale as Resource Recovery Associates. The department would identify one person as the lead for each of the areas. Along with these changes would be making the Clerk/Typist II position from part-time to full-time and bringing the Account Clerk I to an Account Clerk II level. The goal is to have the reorganization effective September 1, 2013.

A motion to approve the Department Reorganization was made by Hank Wallace and seconded by Ron Antonneau. Unanimously approved.

6) 2013 Operation Plan – Request for Approval

Annually the department puts together an operating plan looking at the five-year vision, tracking the progress of meeting the strategic objectives, and putting together objectives for the next calendar year. The operating plan is based off the strategic plan and contains similar information as our annual report. The draft operating plan looks at the objectives accomplished or proposed to meet the four strategic plan goals; (1) Open new markets, (2) Sustainable Economics, (3) Expand Markets and Revenues, and (4) Autonomous and World Class Operations.

A motion to approve the 2013 Operation Plan was made by Bryan Hyska and seconded by Ron Antonneau. Unanimously approved.

7) Award of Excellence from American Great Lakes Ports Association – Update

The department submitted the public education campaign to AGLPA. This year the department received an award of excellence from the overall campaign (one of twenty-six awards presented in different categories). This is reflective of our overall outreach to the community.

8) Cat Island Chain Restoration Project - Update

New photos were taken both from the air and on the ground to capture the status of the project. To date, the department has spent just under 40% of the overall budget for all of the rock on this project. There are some modifications that the Port is going to take on like purchasing of material to build an off-loading facility in order to ensure that the County meets its cost-share on the project.

9) Renard Island Closure Project - Update

The money for costs has been identified by the US Army Corps of Engineers to close Renard Island. The bid is planned to be out in September with construction starting in November/December. The bid is to move 265,000 cubic yards of dredged material from Bay Port to Renard Island this winter as part of the final cover.

10) Director's Report - Update

The department is putting together a public relations RFP.

The Tall Ships proposal was brought to PMI with the Port offering \$1,000 and in-kind services for a sponsorship. No response has been received to-date.

The Port was notified that we will be receiving a grant for the Wisconsin Commercial Ports Master Plan through the Wisconsin Coastal Management Program.

The Great Lakes Governors adopted a resolution touting the importance of the Great Lakes shipping. In the past, they have taken a more environmental approach.

11) Audit of Bills – Request for Approval

A motion to approve the Bills was made by Tom Klimek and seconded by Bryan Hyska. Unanimously approved.

12) May Tonnage Report – Request for Approval

Tonnage is up by 16%. The biggest changes are in limestone and salt, which are up. Lake Michigan has risen five to six inches, twice its normal rate, just in spring.

A motion to approve the May Tonnage Report was made by Ron Antonneau and seconded by John Hanitz. Unanimously approved.

13) Such Other Matters as Authorized by Law

None

14) Closed Session

Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.

A motion to go into closed session was made by Hank Wallace and seconded by Bryan Hyska. A roll call vote followed with the following Board members voting “aye”: Neil McKloskey, Ron Antonneau, Bryan Hyska, Hank Wallace, John Hanitz, and Tom Klimek. There were no “nay” votes; the motion was passed. The purpose of the closed session was for deliberation and possible negotiations/action relating to the consideration of a sale of a portion of parcel 6-6 in the City of Green Bay.

A motion was made by Hank Wallace and seconded by Ron Antonneau to return to open session. A roll call followed with the following Board members voting “aye”: Neil McKloskey, Ron Antonneau, Bryan Hyska, Hank Wallace, John Hanitz, and Tom Klimek. There were no “nay” votes; the motion was passed.

The Board continued with agenda items in open session.

- 15) A motion to adjourn was made by Ron Antonneau and seconded by Hank Wallace.**
Unanimously approved. Meeting adjourned at 1:25 pm.

Neil McKloskey, President
Harbor Commission

Dean R. Haen, Director
Port & Solid Waste Department